■Activity content distribution computer and information technology for the First grade of preparatory stage

⊞ (first semester) for the academic year 2017/2018 **⊞**

w	The subject	Associated activities
1.	Computer basics Computer definition Stages of computer working Computer system elements Hardware (devices)	 Determine computer functions in different life fields. Determine The difference between Data & Information List the Computer system elements Classify the input, output units and storage devices Compare Between storage devices
2.	Follow: Basics of computer system: Follow: hardware Software Human ware	 Illustrate processor components Differentiate between memory types Distinguish Between software types Arrange storage devices according to the capacity Classify the human ware jobs (user – programmer – designer – analyzer)
3.	What is meant by "operating systems"?	 Mention the concept of operating system List operating system functions Classify the operating systems (closed source – opened source)
4.	Operating system graphical interface (GUI)	 Run an operating system Show the main items of graphical operating systems interface Change the operating system settings
5.	Dealing with files & folders	 Illustrate the concept of "file " and its types Create and save a file differentiate between "save" and "save as " command recognize files searching in different ways define the concept " Folder " differentiate between File & Folder
6.	Follow: dealing with files & folders	 create folders create folders by using shortcut keys Rename – Delete – Restore the deleted items

Teacher's signature

Director

Supervisor

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		Apply the copy and cut process
7.	Computer networks	 Illustrate the concept of computer network Recognize the importance of network list the advantages of networks Recognize the network types Use Sharing folders option
8.	((Treating images by "GIMP" program)) Lesson 1	 Dealing with "GIMP" program in creating and processing images Using "HELP" to recognize the interface of program perfect the selection skills
9.	Lesson 2	Create new image file Design simple drawing by selection tools
10.	Lesson 3	 Draw different shapes by using drawing tools Treat image by using drawing tools.
11.	Lesson 4	. Change the image (moving- resizing- reflecting)
12.	Lesson 5	Use "layers" concept in designing painting
13.	Lesson 6	 Add improvements to the image by using "Filters"
14.	Lesson 7	 Differentiate between" the raster image" & " the vector image " Differentiate between image styles (RGB- grey scale index) Add text to the image layers Save the image with different extensions
15	General revision – project	 Design a painting using the program skills and concepts
16	General revision – practical tests	General revision

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